



**Board of Trustees Meeting Agenda  
January 15, 2016**

**MEETING MINUTES**

**The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 8:36 a.m. on the above date at 150 Washington Street, Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.**

**Board Members Present:** Angela Patterson, Jane Williams, Christine Rei, Gerald Williams, Jody Jencks, Julian Drix, Charles Alexandre, Mary Sullivan

**Excused:** Donna Policastro, Nancy McMahon

**Staff Present:** Pamela McCue, CEO, Mike Abney, CFO, Keith Oliveira, COO, Colleen Hitchings, CAO, Patricia LaSalle, Executive Assistant

**Guest:** Kimberly Bissell, Nicholas Chamberlain, Brittney Ramirez, Christina Lewis

**1. Call to Order/Welcome**

Meeting called to order at 8:36 by Angela Patterson. A quorum was established.

**2. Discussion/vote to approve November 13, 2015 meeting minutes**

On motion by Christine Rei and seconded by Mary Sullivan, the present board members unanimously voted to accept the minutes of November 13, 2015

**3. Discussion/vote to approve agenda and Conflict of Interest Statement**

Vice Chair Patterson asked if any board members had a conflict of interest with any of the agenda items. No members declared a conflict of interest.

On motion by Charles Alexandre, and seconded by Mary Sullivan, the present board members unanimously voted to approve the agenda.

**4. Open Public Comment period-**

Student Nicholas Chamberlain expressed his gratitude and appreciation. Student Brittany Ramirez described how RINI has been supportive with obtaining her future goals. Both students thanked the board of directors for the opportunity to be a RINI student.

**5. Administrative Reports**

**I. CEO Report-**

**Charter Renewal and Amendment**

On December 9<sup>th</sup>, RINI attended a working group with the Council of Elementary and Secondary Education to answer questions regarding the change of RINI's model. On January 5<sup>th</sup>, on motion made by Jo Eva Gains, Council members voted unanimously with no recommendations, in favor of renewing RINI's charter with the amendment of shifting the grade from the current model, 10-12 plus to the new model 9-12.

### **Family Communication**

A written communication was sent to all parents and students informing them of the amendment. The guidance department is setting up appointments with individual students/families to discuss their option of either graduating at the 12<sup>th</sup> plus year or graduating sooner at the 12<sup>th</sup> grade. The current 10<sup>th</sup> grade students will receive College Prep High School credits, a workforce certificate, and college credits.

### **Recruitment**

To increase student enrollment, RINI has placed advertisements in RI Monthly (state-wide), and The Valley Breeze Newspaper covering communities in North Providence and Pawtucket. In addition, electronic ads went out to over 16,000 emails advertising the open houses scheduled for January 13<sup>th</sup>, February 10<sup>th</sup>, and February 25<sup>th</sup>. The guidance department has visited Nathaniel Greene and is scheduled to visit Segue Middle school at the end of January. To date, we have hosted school visits from Nathaniel Green, Community Preparatory, and Sophia Academy. Our recruitment ads are also published on the school's Facebook page and website.

The school is capped at 272. Current students are entitled to complete the 12 plus grade, but have options to graduate at the 12<sup>th</sup> grade. RINI is recruiting for 115 seats with a mix of 9 and 10<sup>th</sup> graders. We expect to have a lottery.

### **District Billing**

Beginning 2016-2017, RINI will only be paid the state share, not the district share for 12<sup>th</sup> plus grade. We are also addressing the litigation case and negotiating how much the district will settle of the \$200,000 owed.

### **Career Education Certification site visit**

On December 13<sup>th</sup>, RINI had a site visit from the Department of Education as part of our application for approval as a career education program. Approval in this aspect allows RINI to be reimbursed for its educational expenses related to career preparation.

### **New Partnership with Roger Williams University**

This partnership allows RINI students access to RWU courses and the ability to earn college credits. The first course will be offered spring 2016, and two additional courses will be added next year.

### **Building**

Donna Policastro, Pam McCue, and Keith Oliveira met with the landlord of the building to discuss the renewal of the lease. The goal is to move the entire school into one building, 150 Washington Street, and to lease the 3 and 4<sup>th</sup> floors with the option to lease the second floor. The landlord seems very amenable to this.

### **Funding Formula Commission**

The Governor's appointed Commission to review and make reconditions on the current education funding formula to ensure equity in funding concluded its work on Thursday, January 14<sup>th</sup>. At that meeting they approved a final set of recommendations to be given to the Governor. The recommendations include that adequate funding for special education, English language learners, career technical education, and district expenses due to charter school enrollment should be addressed in the current formula to ensure equity.

### **Rhode Island Advanced Coursework Network**

RINI was invited and plans to apply to become an Advanced Coursework Network provider. This is an initiative proposed by RIDE to allow students access to unique courses provided by other districts. Schools interested in participating must apply to the Dept of Ed by early February.

### **Health Fair**

On December 8<sup>th</sup>, RINI held its first Health Fair. Various health care vendors participated and over 80 families/students attended. Door prizes were awarded, blood glucose screenings were conducted, flu vaccinations were given as well as other important health related information was distributed. This event was a huge success.

#### **i. Financial Report**

We will be amending the annual budget to account for a few significant changes to budget line items that will have an effect on the budgeted bottom line. Specifically: State aid was reduced by \$8,950 per month for the rest

of the academic year due to our 13% drop in enrollment from March to October 2015. Local aid will be \$69,000 lower than budgeted due to our decline in enrollment and projected from our first three quarters of invoicing. We are reducing the College Program budget by \$50,000 to account for college courses that we will no longer have to pay for because of the Prepare RI initiative. Also we are increasing the advertising budget by \$15,000 as we have stepped up our advertising and recruitment as enrollment has declined. The net effect on the bottom line will be an increase in the surplus of \$5,506.

## **6. New Business-**

- i. Discussion/vote to appoint Kimberly Bissell to the RINI Board of Directors**  
On motion by Jane Williams, and seconded by Jody Jencks, the present board members unanimously voted to appoint Kimberly Bissell to the RINI Board of Directors.
- ii. Discussion/Vote for the approval of the RINIMC Early Graduation Policy**  
On motion by Christine Rei, and seconded by Charles Alexandre, the present board members unanimously voted to approve the RINIMC Early Graduation Policy.
- iii. Discussion/Vote for the approval of the amendment of RINI's 2015-2016 Budget**  
On motion by Charles Alexandre, and seconded by Mary Sullivan, the present board members unanimously voted to amend RINI's 2015-2016 Budget.
- iv. Discussion/Vote for the approval of the RINIMC Parent and Family Engagement Guide and, School/Home Compact**  
On motion by Christine Rei, and seconded by Jody Jencks, the present board members unanimously voted to approve the RINIMC Parent and Family Engagement Guide and, School/Home Compact.

## **7. Announcements for the good and welfare of the organization**

Pam McCue introduced Christina Lewis as her newest intern. Christina is a BSN to DNP student at URI working in a long-term care facility. Ms. Lewis is also an On-call Supervisor for a pediatric agency. She received her Associate degree from CCRI and BSN from URI.

Jody Jencks and Pam McCue met with the Executive Director from Year Up and received a tour of the organization. Year Up is the fastest growing Non-Profit Organization in the country closing the gap of opportunity divide for adult between the ages of 18-24. Year Up works with all organizations in RI including Care New England to provide internships and college credits to adults. Executive Director of Year Up will visit RINI for a tour as well as explore ideas for opportunities with RINI

Angela Patterson reported to the board an update on the fundraising committee's activities. For 2016, the committee is establishing an Annual Giving Fund Campaign, a Wine Tasting Event during National Nurses Week (May6-12<sup>th</sup>) and establishing an Angel's Network of an elite group of donors and sponsors to provide large sponsorships for college scholarships.

Mary Sullivan asked about fundraising benchmarks and goals. Jody explained the importance of building the school's constituency in order to determine the fundraising goals.

Christine Rei announced that the Parent Organization had raised over \$650 from the Mixed bags Fundraiser.

Julian Drix announced that the RI Certification Board is organizing opportunities for community workers to receive health certifications. There may be an opportunity in the future to receive money to provide the community with health certifications. Jody asked if RN's are part of the discussions if not maybe RIAC can assist with organizing this opportunity. Julian confirmed at least 1 RN is at the table.

## **8. Adjournment**

On motion of Christine Rei seconded by Jody Jencks, it was unanimously voted to adjourn at 9:56 a.m.